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DEPARTMENT OF DEFENSE
HANDBOOK

CHILD DEVELOPMENT CENTERS



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ABSTRACT

This handbook provides guidance and criteria to assist in the planning, programming, and design for new construction and renovation of Navy and Marine Corps Child Development Centers (Category Code 740-74).

FOREWORD

This handbook has been developed from evaluations of existing child development centers (CDCs) and the operational standards and program requirements provided in Chief of Naval Operations (OPNAV) Instruction 1700.9, Child Development Programs and Marine Corps Order (MCO) 1710.30, Child Development Programs. This handbook uses, to the maximum extent feasible, national and industry standards in accordance with Naval Facilities Engineering Command (NAVFACENGCOM) policy. Deviations from this handbook shall not be made without prior approval of NAVFACENGCOM Code 15C, Bureau of Naval Personnel (BUPERS) Code 656D, or Headquarters, U.S. Marine Corps (HQ USMC) Code MHT.

The programming and design of CDCs must be coordinated with BUPERS Code 656D, or HQ USMC Code MHT. The participation of BUPERS Code 656D, or HQ USMC Code MHT in the earliest stages of programming and design is essential.

Recommended improvements or changes are encouraged from the Navy, Marine Corps, other Government agencies, and the private sector, and can be furnished on the DD Form 1426 provided inside the back cover and forwarded to : Commander, NAVFACENGCOM, Attention: Dennis Talton/Code 15C, 1510 Gilbert Street, Norfolk, VA 23511-2699. Recommendations can also be forwarded via telephone (757) 322-4211, fax (757) 322-4416, or e-mail: talton@efdlant.navfac.navy.mil.

THIS HANDBOOK SHALL NOT BE USED AS A REFERENCE IN A PROCUREMENT DOCUMENT FOR FACILITIES CONSTRUCTION. IT IS TO BE USED IN THE PURCHASE AND PREPARATION OF FACILITIES PLANNING AND ENGINEERING STUDIES AND DESIGN DOCUMENTS USED FOR THE PROCUREMENT OF FACILITIES CONSTRUCTION (SCOPE, BASIS OF DESIGN, TECHNICAL REQUIREMENTS, PLANS, SPECIFICATIONS, COST ESTIMATES, REQUEST FOR PROPOSALS AND INVITATION FOR BIDS). DO NOT REFERENCE IT IN MILITARY OR FEDERAL SPECIFICATIONS OR OTHER PROCUREMENT DOCUMENTS.

The contents of this handbook may be appropriately edited for a project to provide the basis for functional and technical requirements for a Request for Proposals.

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Section 1: INTRODUCTION

1.1 Scope. This document provides guidance and criteria for the design of child development centers (CDCs). This guidance and criteria should be used to design CDCs within statutory cost limitations in conformance with DOD criteria. Renovation projects should update existing facilities to meet as nearly as practicable the guidance and criteria within budgetary constraints.

1.2 Users. The primary users of the CDCs are:

a) Children

- (1) Infants (6 weeks-12 months)
- (2) Pre-toddlers (13 months-24 months)
- (3) Toddlers (25 months-36 months)
- (4) Preschool Age (3-5 years)
- (5) School Age (6-12 years)

b) Staff

- (1) Child Development Program Administrators (CDPAs)/Directors
- (2) Assistant CDPAs/Assistant Directors
- (3) Training and Curriculum Specialists
- (4) Group Leaders/Caregivers
- (5) Receptionist, Desk, or Operations Clerks
- (6) Cook and Food Service Workers
- (7) Custodial Staff

1.3 Staffing Patterns

a) CDCs will be staffed and organized according to child age group size and DOD staff/child ratios. Refer to par. 7.1.a), for maximum age group size and staff size.

b) Provide additional office space for administrators, program directors, coordinators, or assistants in large facilities or in those facilities with more than one program.

(1) For Marine Corps CDCs, provide family child care (FCC) office space(s), special programs and services (SPS) office(s), and Resources and Referrals (R&R) office(s).

(2) Navy CDCs may also require office space(s) for FCC, SPS, and R&R programs.

1.4 Design Guidance

a) Design and construction should conform to the criteria and guidance contained in this handbook. Use the most current edition of the references cited in this handbook. Facilities should meet the requirements of this handbook except when more stringent criteria is referenced or specified.

b) Host nation construction criteria or international agreement requirements may apply to projects in overseas locations when more stringent than this handbook or other criteria cited in this handbook.

1.5 Cancellation. This handbook, MIL-HDBK-1037/2A, dated 29 August 1997, cancels and supersedes MIL-HDBK-1037/2, dated 31 January 1989.

Section 2: GENERAL DESIGN CRITERIA

2.1 Master Planning

a) Evaluate the total child care requirements for the installations' military populations and mission. Refer to NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations, Category Code 740-74, Child Development Center.

b) Facility Size. Once the demand has been determined. The facility size will be classified as follows:

- (1) Small CDC = 25 to 104 children
- (2) Medium CDC = 105 to 200 children
- (3) Large CDC = 201 to 305 children

No CDC should accommodate less than 25 children or more than 305 children. If projected installation requirement exceeds 305 children, provide multiple CDCs.

c) Select the site(s) to meet installation requirements based on the following factors:

(1) Select sites large enough to accommodate the building, outdoor activity spaces, vehicular spaces, and buffer zones. Provide exterior space for safe emergency egress of the building.

(2) CDCs should be sited within family housing areas or centrally located within the community.

(3) CDCs should not be located near hazards and nuisances such as: industrial areas, steam pipes or electrical substations, heavy traffic, railroads, aircraft landing zones, golf courses, lakes.

2.2 Space Requirements

a) Area calculations

(1) Gross Area. Gross floor area of the facility is computed to the outside of the exterior walls. Include full area for the building(s), enclosed and covered walkways connecting multiple buildings of a CDC facility, and the outdoor storage shed(s). Include half area for covered but not enclosed, entrance canopies, walkways, and outdoor shade/shelter structures (e.g., playground).

(2) Net (Useable)Area. Net floor area is computed to the inside of the walls of the room or space.

(3) Net (Useable) Area for Children's Activity Rooms. Each child is allocated net area for interior activity space as follows: infants are allotted 5.4 square meters (60 net square feet) each to provide adequate area for a standard crib and activity space. Other age groups are entitled to 4.05 square meters (45 net square feet) for each child.

This area is calculated to the inside of the walls of each children's activity room. Net useable area includes areas within this space used exclusively for children's activities. Net area calculations do not include toilets, storage closets, kitchen area, cot/mat storage, built-in furniture (e.g., counters, cabinets, cubbyholes, diaper changing stations).

(4) Playgrounds. Provide 9 square meters (100 square feet) per child, up to 100 children. When greater than 100 children, provide an additional 5 square meters (50 square feet) per additional child (e.g., for a 305 child CDC, playground area = 900 square meters + 5 square meters x 205 = 900 square meters + 1025 square meters = 1925 square meters).

2.3 Organization and Layout. See Facility Plate Number 740-74, Sheets 1 and 2.

a) Organize and group children's activity rooms by age group (e.g., infant, pre-toddler, toddler, preschool).

b) Provide direct egress from each children's activity room to an age-appropriate playground.

c) Provide emergency egress from playgrounds. Layout the emergency egress so it does not interfere with access by emergency vehicles and personnel.

d) Zone the building in terms of noise levels so that active rooms and/or spaces are grouped together and separated by distance and/or barriers from quiet rooms and/or spaces.

e) Children's activity spaces double function as sleeping and dining spaces. Separate or centralized sleeping and/or eating spaces are not acceptable.

f) Administrative offices should be located as close to lobby/reception area as possible.

g) Locate the kitchen so it is accessible directly from the interior and the exterior of the building.

h) Locate the mechanical room so it is accessible only from the exterior of the building and the access does not go through a playground.

i) Locate the CDC only on a level of exit discharge which leads directly to outside of the building. CDCs are not permitted in basements or above the first floor level (assuming the first floor to be the level of discharge).

2.4 Architectural Style and Scale

a) Use an architectural style, materials, and color selections that are compatible with the installation master plan, the Base Exterior Architectural Plan (BEAP), and the adjacent exterior environment without compromising the functional program requirements.

b) The style should reflect a residential character and scale for such elements as doors, windows, roof forms, landscaping and pathways.

c) Finished ceiling height in the children's activity rooms should not exceed 2642 mm (8 feet 8 inches). Finished ceiling in the reception area and corridors should not exceed 3658 mm (12 feet).

d) Use child-scaled furnishings, equipment, and restroom fixtures in children's activity rooms. Child-scaled elements include toilets, sinks, mirrors, drinking fountains, cubbyholes/lockers, furniture, and display boards. (Refer to Appendix A for anthropometric information.)

e) Windows should be located so that children have visual access to the outside.

f) The facility should be contained in one building. If a facility consists of two or more free-standing buildings, they must be joined by an enclosed and covered walkway. Design passageways so they do not allow unauthorized access.

2.5 Fire Protection

a) Use the applicable sections of the latest editions of MIL-HDBK-1008, Fire Protection for Facilities Engineering, Design, and Construction, OPNAVINST 1700.9, and MCO 1710.30 for fire protection guidance and criteria.

b) Provide a hard wired automatic fire alarm and smoke detection system (FADS) in children's activity rooms, staff/training room, offices, and corridors, in accordance with NFPA 72, National Fire Alarm Code.

c) Provide lighted exit signs at all means of egress. This includes the exterior doors of the children's activity rooms.

d) Provide an evacuation point(s) or "marshaling" area(s) at least 23 meters (75 feet) from the building. Layout the egress route(s) so that the route from the building leads directly to the evacuation point(s) without exposing the occupants to a fire or hazard from the building. Arrange the evacuation point(s) and egress route(s) so that the occupants are not endangered by responding emergency vehicles and personnel.

2.6 Barrier Free Design Requirements. Provide barrier free design requirements in accordance with the Uniform Federal Accessibility Standards (UFAS), published as Federal Standard (FED-STD)-795, and 28 CFR Part 36, the Americans With Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG), as published in the Federal Register. Use

the criteria from UFAS and/or ADAAG that provides the greatest accessibility. However, provide accessibility requirements in such a manner that they do not compromise the safety or accessibility of non-disabled children.

Note: See Facility Plate Number 740-74, Sheet 3. Guidance on accessible elements designed and constructed primarily for use by children is available from the United States Architectural and Transportation Barriers Compliance Board (Access Board), (202) 272-5434.

2.7 Child Abuse Prevention

a) Design areas where children are receiving care so they are visually accessible (e.g., no walls, half walls, CCTV, and convex mirrors).

b) Locate diapering area(s) so they are visible to other adults.

c) Provide vision panels in all interior doors, except for the public and staff toilets. Design vision panels to meet fire and safety criteria.

d) Provide hardware that prevents unauthorized access to the playgrounds, but allows safe emergency egress.

e) Provide an alarm buzzer on exterior doors, other than the main entrance and the kitchen exterior entrance, that do not open to a fenced area, to alert staff of unauthorized entry or exit.

2.8 Closed Circuit Television (CCTV). Refer to Appendix D for closed circuit television (CCTV) guidance.

a) Navy CDCs. Provide conduit for CCTV system, and consider space and location of system components.

b) Marine Corps CDCs. Provide CCTV system, and consider space and location of system components. Locate monitors where they can be observed by parents and supervisors.

c) Provide .72 to 1.08 square meters (8 to 12 square feet) for CCTV recording and viewing equipment. Provide additional space for tape storage.

d) Locate CCTV recording and viewing equipment in the Administrative Support Area.

2.9 Energy Conscious Design. Use an integrated approach to the planning and design of CDCs that minimizes energy consumption and optimizes life cycle cost renewable energy possibilities. Use a practical combination of site selection and siting, energy conserving building envelope technologies, energy efficient lighting, occupant sensing controls, variable frequency drives for motors and exhaust fans, and high efficiency HVAC systems to achieve this goal. Incorporate renewable energy principles such as daylighting, passive and active solar heating, natural ventilation, and photovoltaics where they are life cycle cost effective. Follow the guidance in Design Energy Target Reductions, NAVFAC Interim Technical Guidance to achieve energy conserving designs for CDCs.

2.10 Radon

a) Indoor Radon. Check the document EPA's Map of Radon Zones (by state), EPA 402-R-93-XXX to determine the radon priority area. Also, check the results of the Navy radon survey by contacting the NAVFACENGCOM Engineering Field Division (EFD) or Engineering Field Activity (EFA) Air Pollution Engineer.

b) Radon Mitigation. Provide passive sub-slab depressurization systems for projects located in Priority Areas No. 1 (predicted average radon level is greater than 4/pCi/L). The system should be changed to active if needed based on follow-up testing. Check the following EPA documents (1) Model Standards and Techniques for Control of Radon in New Residential Buildings, Federal Register 59FR 13402 dated, (2) Radon Prevention in the Design and Construction of Schools and Other Large Buildings, EPA/625/R-92-016, (3) Radon Measurement in Schools, EPA/402/R-92-014. These documents are available from the EPA Radon Information Center, (703) 356-5346.

2.11 Contaminants. Evaluate the site for potential soil and groundwater contamination. Check with the environmental Installation Restoration Program and the Underground Storage Tank Program. Also, check previous uses of the site.

Section 3: SITE REQUIREMENTS

3.1 Site Design

a) Site facility, parking and outdoor child activity spaces so that children and parents do not cross traffic lanes to enter the building.

b) Site facility so that emergency egress does not cross path of emergency rescue.

c) Site facility to preserve and utilize the natural, existing landscape for playground shade, energy conservation, and aesthetics.

d) Refer to NAVFAC DM 5.04, Pavements, and TM 5-822-2/AFM 88-7, Chapter 5 (supersedes NAVFAC DM 5.05), Design for Roads, Streets, Walks, and Open Storage.

3.2 Walkways

a) Connect the building to the facility parking and the public sidewalk system with pedestrian walkways. The walkways should be 1220 mm(48 inches) minimum wide.

b) Walkways in and connecting the children's playgrounds and paved emergency egress routes should be 1067 mm (42 inches) minimum wide.

c) Provide 54 lux (5 footcandles) minimum lighting for entry walkways.

3.3 Parking

a) Provide a lighted, paved parking area with parking spaces for 80 percent of the maximum number of staff plus a minimum of one customer space per 12 children to be cared for in the facility. Use 30 square meters (35 square yards) per car in calculating the paved parking area.

b) Locate customer parking as near the building entry as possible with a view of the entry. Separate staff parking from customer parking where possible.

c) Provide 54 lux (5 footcandles) minimum lighting for parking areas.

d) Refer to Army MTMCTEA Pamphlet 55-17, Better Military Traffic Engineering.

3.4 Roadways

a) Turnarounds should have one way flow so that passenger doors are curbside. Single lanes should be 3658 mm (12 feet) minimum wide.

b) Provide service access to accommodate four basic functions of a typical CDC: regularly scheduled food deliveries to the kitchen/ storage area, occasional supply deliveries (e.g., laundry, furniture, toys), mechanical room related deliveries (e.g., fuel, maintenance equipment), and garbage pickup.

(1) Provide service access that does not go through playgrounds.

(2) Screen the service area from public use areas and playgrounds with elements such as fences, landscaping, and/or earth berms.

(3) Design service access to accommodate the largest anticipated service vehicle.

c) Provide access to the building and the playgrounds for maintenance and emergency vehicles.

d) Coordinate and provide the proper paving and roadway design requirements for buses if they will be utilized for the CDC.

3.5 Landscaping

a) Do not use plants that are poisonous, have leaves or branches which are thorny or prickly, or have messy fruit.

b) All plants should be durable to sustain a fair amount of abuse by children, especially if the plants are located in the playgrounds.

c) Trees may be used to provide shade for the playgrounds.

d) Earth berms may be used to provide play experiences for the children (e.g., rolling down a slope) as well as adding interest to the landscape.

3.6 Fencing. Refer to par. 8.6 for fencing requirements.

Section 4: MECHANICAL AND ELECTRICAL

4.1 Heating, Ventilation, Air Conditioning, and Cooling

a) Use MIL-HDBK-1003/3, Heating, Ventilating, Air Conditioning, and Dehumidifying Systems, for the selection and design of heating, ventilating, air conditioning (HVAC), and dehumidifying systems except as noted below.

b) Provide air conditioning for all geographic locations except for Alaska and Iceland. The air conditioning requirements should be comparable to the air conditioning of recently constructed similar facilities located off the base.

c) Standardize design temperatures in rooms occupied by children at no less than 20 degrees Celsius (68 degrees Fahrenheit) in the winter and no less than 24 degrees Celsius (78 degrees Fahrenheit) in the summer where air conditioning is authorized, measured within 915 mm (3 feet) of the finished floor.

d) Provide tamperproof thermostats mounted 915 mm (3 feet) above finished floor. Incorporate night and weekend capability into thermostat control systems.

e) Provide mechanical exhausts for kitchens, toilets, and laundries. Consider mechanical exhausts above commercial dishwashers.

f) Consider built in air deodorizers/purifiers at diaper changing area and in toilets when air circulation is limited.

g) Select, protect, and locate heating devices in child accessible areas to prevent children from coming in contact with hot surfaces.

h) Do not use portable combustion space heaters or electric heaters as a heat source.

4.2 Plumbing

a) Provide fixtures appropriately sized and located for children and adults. Children's fixtures should be sized for the appropriate age group.

b) Provide sinks with hot and cold water, pre-mixing faucet (single action control) sets. Water temperatures should not exceed 43 degrees Celsius (110 degrees Fahrenheit).

c) Faucets for diaper changing sinks should be wrist or elbow activated and have a swivel head/spout.

d) Faucets in children's toilet areas should be automatic shut-off type.

e) Provide child height sinks with "goose neck" faucets in all child activity spaces except for infants' spaces.

Provide "bubbler" drinking fountain units with guarded angular stream drink heads attached to sinks. Do not locate bubblers in children's toilet areas.

f) Provide floor drains in toilets, laundries, janitor closets, kitchens, and water play areas to prevent flooding.

g) Provide deep seal traps in areas that do not normally stay wet.

h) Provide 82 degrees Celsius (180 degrees Fahrenheit) water temperature for dishwashing in kitchen only..

i) Provide a child height drinking fountain with a mouthguard and angled jet in each playground except for infants. Height of outside drinking fountains should be 762 mm (30 inches).

j) Provide a hose bib for each playground.

4.3 Power

a) In child accessible areas (all areas except offices, staff/training room, kitchen, laundry, storage, mechanical/electrical room(s), and janitors closet), provide child safety type receptacles that require twisting the inner

portion of the device to activate current and to prevent insertion of a foreign object. Removable non-metallic caps/plugs do not meet this requirement.

b) In new construction and renovations, locate receptacles in child accessible areas 1372 mm (54 inches) minimum above the finished floor and out of the reach of children. Do not locate receptacles adjacent to sinks in child activity rooms (including sinks at diaper changing stations).

c) Provide an internal telephone system. Mount equipment at adult height in child activity rooms. Do not provide public address (PA) systems.

d) Consider plug in capability for computers in preschool-age activity rooms.

4.4 Lighting

a) Refer to Section 6 for information on administrative and support spaces and Section 7 for information on child activity rooms for specific lighting requirements.

b) Provide a mix of natural and artificial light in the children's activity rooms which can be adjusted by the staff to changing outside light levels and activities (e.g., naps). Where dimmer controls are used, provide lighting fixtures which will not oscillate visibly at low intensities.

Section 5: INTERIOR DESIGN

5.1 Interior Design Requirements

- a) Ensure interior design package is compatible throughout facility and is supportive of functional requirements.
- b) Ensure the interior designer works with the architect and the appropriate child development program personnel.

5.2 Interior Finishes

- a) Provide soil and water resistant , easily cleaned wall treatments up to 1219 mm (48 inches) above the finished floor in children's activity rooms, toilets, and corridors. Vinyl wall coverings, laminated plastic paneling, and extension of hard surface floor covering are examples of acceptable treatments. Do not use painted wall surfaces at child level.
- b) Use light neutral colors (e.g., cream and dove gray) for large background areas and walls.
- c) Bright or primary colors should be used primarily as accents or trim.
- d) Use color graphics sparingly on the floor and on the walls. Avoid entire walls of graphics and designs which compete with children's work or display materials. Avoid cartoon and fairy tale characters.
- e) Use colors, textures, and finish materials on the walls and/or floors to define circulation patterns. Use signs with words and symbols where appropriate.
- f) Floors in children's activity rooms should be a combination of soft and hard surface flooring. Area rugs may be used over hard surface flooring in lieu of wall to wall carpeting.
- g) Ensure that carpets and area rugs comply with fire and sanitation requirements, are stain and soil resistant, anti-microbial, easily cleaned and fast drying. Underlying material shall be of synthetic or inorganic material.

- (1) Select carpets/rugs that minimize visual soil and damage.
- (2) Avoid large patterned designs (e.g., games, alphabet).
- (3) Select carpets/rugs that can withstand frequent shampooing.
- (4) Carpet is not permissible in the toilet areas.

h) The hard surface flooring used in child activity spaces and children's toilets should be a non-skid, seamless, and impervious material. Do not use grouted surfaces in children's toilet areas.

(1) Consider extending seamless vinyl flooring at least 152 mm (6 inches) up the walls in children's toilet areas.

i) The hard surface flooring used in other areas should be a seamless and impervious material. If ceramic or quarry tile is used, provide dark color grout.

j) Consider the use of acoustical materials for noise reduction in children's activity rooms.

k) Provide display boards and/or mounting strips mounted at child heights in lobby, corridors, and children's activity rooms. Display boards for parent and teacher information should be mounted at adult height. They should be the type that do not require the use of staples or push-pins. Do not provide cork boards. Consider space for floor displays in the lobby.

5.3 Doors and Windows

a) In children's activity rooms, windows should be located to allow children visual access to the exterior. Window seats may be used, and should be no higher than 305 mm (12 inches) above the finished floor.

b) Prevent glare in children's activity room (e.g., overhangs, tinted glass).

c) Locate or recess casement and other projecting types of windows so that windows are free from dangerous protrusions at child and adult heights.

d) Double-hung windows should be counterbalanced to prevent finger or arm injuries. Window hardware should be tamper-proof.

e) Provide protection hardware for the hinge open area up to 1524 mm (60 inches) minimum above finished floor at doors in children's activity rooms.

f) Provide screens for windows used for ventilation. Screens in child activity areas should be above child height.

g) Plainly mark, at child and adult eye levels, sliding glass doors, low windows and glass walls, that could be walked through by accident.

h) Window treatments used in children's activity rooms should resist damage by children (e.g., can be raised above child height).

i) Do not provide floor length draperies and vertical blinds in child activity rooms. Consider horizontal mini-blinds, blinds enclosed within window panels, and roll up shades.

j) Provide vision panels in all interior doors except the public and staff toilets, and outdoor storage space(s) doors. Design vision panels to meet fire and safety criteria.

k) Provide an alarm buzzer on exterior doors, except the main entrance and the kitchen exterior entrance, that do not open to a fenced area, to alert staff of unauthorized entry or exit.

l) Folding or sliding partitions or doors should not be used in children's activity rooms.

m) Provide panic hardware mounted at adult height on all exterior doors except mechanical/electrical room(s).

n) Provide storage/closet door hardware that is:

- (1) Operable from either side.
- (2) Non-locking except for adult height controlled-access storage.
- (3) Free from dangerous protrusions.
- (4) Designed to prevent finger and hand hazards.
- (5) Prevent access by children.

5.4 Furnishings and Built-in Equipment

a) Provide furnishings and built-in equipment in child activity rooms that is institutional quality, meets safety standards, and is scaled for the age, size, and activities of the children served.

(1) Use furnishings which can be easily moved by staff to help define activity areas (e.g., storage units, display space units, bookcases, puppet stages) and circulation paths.

(2) Select furnishings and built-in equipment that do not have sharp corners or edges, will not splinter, do not have toxic surfaces, and cannot be easily tipped over.

(3) Consider moveable platforms to make floor level changes. These platforms should not exceed 305 mm (12 inches) above finished floor.

b) Users should designate funding sources other than military construction (MILCON) funds for furnishings.

Section 6: ADMINISTRATIVE AND SUPPORT SPACES

Note: Refer to Appendix C for a list of furnishings and equipment for spatial and electrical requirements.

6.1 Entry. Major controlled access point for users.

a) Make the user entrance to the building obvious. There should only be one means of entry.

b) Provide either an entrance canopy or a sheltered entry way that leads directly into the building.

c) Design the pedestrian approach to the building so that the pathway does not pass through a playground.

d) Provide views of activity spaces for approaching children and parents whenever possible.

e) Provide vestibule with two parallel sets of outward swinging double doors with closers and panic hardware, for energy conservation.

6.2 Lobby/Reception Area. Work space for receptionist/desk clerk, parent waiting area, and space for children's displays, program information, fee collection and parent education materials.

a) Provide waiting area for parents with comfortable seating and public telephone(s).

(1) For Marine Corps CDCs, provide additional waiting space for FCC, SPS, and R&R patrons.

(2) Navy CDCs may also require additional waiting space for FCC, SPS, and R&R patrons.

b) Provide the receptionist with clear visibility to the entry way to control access.

c) Provide bi-level reception counter/desk that is accessible to adults, children, and persons with disabilities.

(1) Provide electrical receptacles to support specified office and telecommunications equipment, furnishings, and functions.

(2) Provide fire notification panel and fire alarm pull stations in accordance with MIL-HDBK-1008.

(3) Install an indicator light from the mechanical room trouble box so it is visible or audible at the reception area.

d) Provide wall and floor display spaces at child and adult heights.

e) Provide 538 lux (50 footcandles) task lighting at reception desk and 323 lux (30 footcandles) ambient lighting in the lobby/reception area.

f) Provide a unisex, handicapped accessible, public toilet adjacent to the lobby.

g) Provide washable, hard surface flooring that is slip resistant, and easily maintained.

6.3 Isolation. Area dedicated to isolating and supervising a sick child until the child is released to their parent(s).

a) Locate and design isolation area to allow reception desk personnel to supervise, observe, and control access to the sick child. Locate so it is readily accessible to the public toilet.

b) Locate so customer viewing is minimized.

c) Provide space in the isolation area to accommodate one cot or crib, 914 mm by 1524 mm (3 feet by 5 feet).

6.4 Child Development Program Administrator (CDPA) Office, Director Office, and Training and Curriculum Specialist Office. The administrative work space for conducting program business such as conferences, counseling, or interviewing with parents, staff, and co-workers.

a) Provide a 9 square meter (100 square foot) minimum office. In addition, provide a .54 square meter (6 square foot) minimum lockable closet in the office.

b) The CDPA and Director Office(s) should be visible and accessible to staff, parents, and children directly from the lobby. The Training and Curriculum Specialist Office should be buffered visually and acoustically from public view and the children's activity rooms, and located adjacent to the Staff/Training Room.

c) Use glass partitions to provide visual linkage with the lobby /reception area. Provide vision panel in the office door if there is no corridor window.

d) Provide window(s) for natural light, when possible.

e) Provide 323 lux (30 footcandles) ambient lighting using direct/indirect fixtures.

6.5 Staff/Training Room(s). Space for work/lunch breaks, development of program materials, and utilization for staff training library and resources.

a) Provide a minimum of 22.5 square meters (250 square feet) for small CDCs, 31.5 square meters (350 square feet) for medium CDCs, and 40.5 square meters (450 square feet) for large CDCs for work space, seating, and storage.

b) Locate adjacent to staff toilet(s) and general storage.

c) Buffer visually and acoustically from children's activity rooms and public view. Provide a vision panel in the door.

d) Provide work counter with storage above and below counter. Coordinate location of electrical receptacles with counter heights.

e) Provide shelving and closet space for staff training resources (e.g., books, journals) and supplies for the development of program materials (e.g., poster boards, scissors).

f) Provide lockers for secured storage of valuables for administrative and support staff.

g) Provide space for conference/work table with chairs for 50 percent of staff, and comfortable seating (e.g., sofa and lounge chairs).

h) Provide bulletin boards.

i) Provide window(s) for natural light, when possible.

j) Provide lighting dimmer and room darkening window treatments to allow for lighting flexibility.

k) Provide 323 lux (30 footcandles) ambient lighting using direct/indirect fixtures.

l) Provide a sink and space for a refrigerator and microwave.

m) Provide a keyed lock set for the Staff/Training Room.

6.6 Family Child Care (FCC) Program Office, Special Programs and Services (SPS), and Resource and Referral (R&R) Office(s). These offices are required for Marine Corps CDCs and may be considered for Navy CDCs.

a) FCC Program Office. Space for a Program Director's Office and a Resource Library. Larger bases should also provide space for one or more FCC monitors.

(1) FCC Director's Office and FCC monitors space(s) should be visible and accessible to patrons from the lobby. FCC operations should not interfere with the CDC program.

(2) For the Director's Office, provide 9 square meters (100 square feet) minimum office space, and a .54 square meter (6 square foot) minimum lockable closet in the office.

(3) Size the Reception and Waiting Areas to accommodate patrons from both CDC and FCC programs.

(4) Provide a window for natural light, when possible.

(5) Provide 323 lux (30 footcandles) ambient lighting using direct/indirect fixtures.

(6) Size the FCC Resource Library to accommodate the FCC program requirements, 9 square meters (100 square feet) minimum. Provide an interior door with a vision panel and an exterior door for distribution and return of equipment. Provide a keyed lock set for both doors.

b) SPS and R&R Office(s). Space for a R&R Office. Larger bases may also provide space for an SPS position. These two positions may share the office area.

(1) R&R Office(s) should be visible and accessible to patrons from the lobby.

(2) For R&R Office, provide 9 square meters (100 square feet) minimum office space, and a .54 square meter (6 square foot) minimum lockable closet in the office. If shared with SPS, provide an additional 4.5 square meters (50 square feet).

(3) Size the Reception and Waiting Areas to accommodate patrons from all programs.

(4) Provide a window for natural light, when possible.

(5) Provide 323 lux (30 footcandles) ambient lighting using direct/indirect fixtures.

6.7 General Storage. Storage for shared program materials, audiovisual equipment, and other resource materials located near staff/administrative area.

a) Provide storage areas as follows: 9 square meters (100 square feet) for small CDCs, 18 square meters (200 square feet) for medium CDCs, and 27 square meters (300 square feet) for large CDCs.

b) Provide shelving appropriate for efficient organization and storage of materials and equipment.

c) Provide a keyed lock set and a vision panel in the door(s).

d) Provide 323 lux (30 footcandles) of lighting.

6.8 Public and Staff Toilets. Toilets for customers and staff.

a) Toilets need not be separated by sex.

b) Minimum requirements are as follows:

(1) Small CDCs - one unisex public and one unisex staff toilet.

(2) Medium CDCs - one unisex public and two unisex staff toilets.

(3) Large CDCs - one unisex public and three unisex staff toilets.

c) Locate public toilet adjacent to lobby/reception area. Locate staff toilet(s) adjacent to staff/training room and children's activity rooms.

d) Provide mirrors, soap dispensers, paper towel dispensers, toilet paper dispensers, waste receptacles, and coat hooks.

e) Provide 323 lux (30 footcandles) of lighting.

f) Provide mechanical ventilation.

g) Vision panels are not required on public and staff toilet doors.

6.9 Kitchen. These facilities support food preparation, food and supply storage, production, and delivery of snacks/meals to child activity rooms. The kitchen is also used for sanitation (washing of dishes, utensils, pots, pans, etc.) and storage of food

service equipment, flatware, and dishes. The kitchen is not used for preparation or warming of infant formulas or preparation of employee meals.

a) The CDC kitchen/food service operation follows the requirements specified in OPNAVINST 1700.9 and MCO 1710.30.

b) See Facility Plate Number 740-74, Sheets 4 through 13 for recommended layouts and equipment schedules.

c) Provide a minimum of 25 square meters (275 square feet) for small CDCs, 47 square meters (525 square feet) for medium CDCs, and 72 square meters (800 square feet) for large CDCs.

d) Locate kitchen adjacent to an exterior wall and the service area.

e) Provide a keyed lock set for the interior and the exterior doors, and a vision panel in both doors.

f) Provide dedicated electrical circuit for cold storage.

g) Provide durable, slip resistant floor sloped to floor drain(s).

h) Provide telephone receptacle.

i) Install air screens or air locks on the kitchen exterior door.

j) Provide dry food storage.

(1) Design lockable, windowless dry food storage area with adequate ventilation and protection from rodent infestation.

(2) Design this area to prevent temperature extremes or dampness in these spaces.

k) Dishwashing machines should be capable of heating or boosting temperature of water up to 82 degrees Celsius (180 degrees Fahrenheit).

6.10 Laundry Room. Space to do laundry, store clean and soiled laundry, and store laundry supplies.

a) Provide a secure laundry room adjacent to the infant, pre-toddler, and toddler activity rooms. Multiple rooms may be required in large facilities.

b) Provide a keyed lock set and a vision panel in the door.

c) Provide space in small CDCs for a minimum, one commercial grade washer and one commercial grade dryer. Provide space in medium and large CDCs for a minimum, two commercial grade washers and two commercial grade dryers. Commercial stackable units may be used to conserve space.

d) Provide a single compartment laundry tub with hot and cold water.

e) Provide a laundry folding counter, open storage shelves for clean laundry, and secured storage for laundry supplies. Provide space for soiled laundry carts.

f) Provide durable, slip resistant floor sloped to floor drain(s).

g) Locate dryer exhaust vents for easy access for cleaning out the vents.

6.11 Mechanical Room

a) Locate mechanical room so it opens directly to the exterior with no access to any interior spaces or the children's playgrounds.

6.14 Janitor's Closet

a) Provide a mop basin with hot and cold water, and a wall mounted mop rack.

b) Provide shelf and cabinet storage. Provide floor space for storage of janitorial equipment (e.g., mop buckets,

vacuum cleaners, brooms, and supplies that will not fit on shelves or cabinets).

c) Provide a keyed lock set and a vision panel in the door.

d) Provide durable, slip resistant floor sloped to floor drain.

Section 7: CHILDREN'S ACTIVITY ROOMS

7.1 General Criteria

a) In new construction provide activity spaces to support each child group. A child age group is composed of two caregivers and the corresponding ratio of children assigned to their care. Each room shall be sized to accommodate one maximum group size.

CHILD AGE GROUP	MAX.GROUP SIZE	STAFF SIZE
Infants(6 wks-12 months)	8	2
Pre-toddlers (13 months-24 months)	10	2
Toddlers (25 months-36 months)	14	2
Preschool Age (37 months-5 years)	24	2
School Age (6-12 years)	30	2

b) In existing construction, large rooms should be subdivided, when more than one maximum group size of children occupies an activity room. Each group should have its own clearly defined physical space.

c) Design elements should be scaled in accordance with Appendix A.

d) Provide storage for cots/mats within the activity rooms, except for the infant rooms.

e) Provide direct egress from each activity room to an age appropriate playground.

7.2 Infant Activity Rooms. Activity rooms used for crawling, walking, table play, floor play, wheel toys, and functional support spaces (e.g., child reception, diaper changing, feeding and sleeping areas).

a) Net Usable Space. Size the infant room based on a minimum of 5.4 square meters (60 square feet) of net usable space per child. Net usable space includes: activity space, a minimum of 3.15 square meters (35 square feet) per child and a crib area, 2.25 square meters (25 square feet) per crib.

b) Activity Space. Floor space for crawling, walking, and playing.

(1) Provide support devices along inside walls to stabilize infants walking efforts.

(2) Provide unbreakable mirrors at infant crawling and standing levels.

(3) Provide area rugs or carpet with cushioning pads for surface floor covering.

c) Child Reception Area. Space within child activity room adjacent to corridor door, for logging in child attendance, receiving child personal items (e.g., formula, diaper bags, and toys), and storage of child records.

(1) Size area at approximately 3.6 square meters (40 square feet). This area should not count against the net usable square footage.

(2) Include small counter for staff/parents with display board(s) for notices and parent communications.

(3) Provide lockable storage for equipment and supplies.

d) Feeding Area. Food preparation work counter with adjacent area for feeding children.

(1) Provide a self-edged plastic laminated work counter with backsplash. The food preparation work counter should not count against the net usable square footage.

(a) Provide four electrical receptacles minimum and task lighting above the counter.

(b) Provide double sink and space refrigerator and food warming equipment.

(c) Provide over-counter cabinets for storage of food, dishes, and bottles.

(2) Provide open space for eating that includes space for highchairs, small tables/chairs, and adult rocking chairs.

(3) Provide low maintenance flooring (e.g., seamless vinyl).

e) Crib Area. Space containing cribs.

(1) Provide storage for crib bedding. May be combined with other storage areas.

f) Diaper Changing Area. Space for cleaning and changing infants and storage of diaper bags.

(1) Locate the diaper changing unit so staff can clearly see and supervise the child activity room. Locate the diaper changing unit as far away as possible from the food preparation area and reception area.

(2) The changing surface should be 864 mm (34 inch) high, 610 mm (24 inch) deep, and 1067 mm (42 inches) long or wide. The changing surface should have a 76 mm (3 inch) minimum raised edge on open sides. The changing unit should have integral storage underneath the changing surface. For renovation work, portable diaper changing units may be used.

(a) Provide an adult height sink adjacent to the diaper changing unit. The sink should have hot and cold water with a pre-mixing faucet (single action control and swivel head/spout) that is wrist or elbow activated. Maximum water temperature should not exceed 43 degrees Celsius (110 degrees Fahrenheit).

(b) Provide cabinet and/or shelf storage for individual child diaper/supply bags above and below counter with sink and diaper changing unit. Provide approximately .09 square meter (1 square foot) per child for storage of individual child diaper/supply bags. Provide 914 mm (36 inches) clearance between the top of the diaper changing unit and the bottom of the cabinets or shelves above.

(c) Provide space for a soiled laundry container and a soiled disposable diaper container.

(3) Provide soap, hand lotion, and paper towel dispensers at adult height for caregiver use.

7.3 Pre-toddler Activity Rooms. Activity rooms used for child interest centers with appropriate storage and functional support areas (e.g., child reception/caregiver administrative area, child cubbyholes, and toilet areas).

a) Net Useable Space. Provide a minimum of 4.05 square meters (45 square feet) of net useable space per child. Toilet areas, closet storage, and built-in furniture (e.g., diaper changing units, counters, and cabinets) are not included in the net useable space.

b) Diaper Changing Area. Refer to par. 7.2.f). Note: In the pre-toddler activity rooms, the diaper changing unit should have integral retractable steps for the children to climb up to the changing surface. Increase the size of the diaper changing unit for the age group.

c) Child Interest Centers. Refer to par. 7.6.

d) Functional Support Areas. Refer to par. 7.7.

7.4 Toddler Activity Rooms. Activity rooms used for child interest centers with appropriate storage and functional support areas (e.g., child reception/caregiver administrative area, child cubbyholes, and toilet areas).

a) Net Useable Space. Provide a minimum of 4.05 square meters (45 square feet) of net useable space per child. Toilet areas, closet storage, and built-in furniture (e.g., diaper changing units, counters, and cabinets) are not included in the net useable space.

b) Diaper Changing Area. Refer to par. 7.2.f). Note: In the toddler activity rooms, the diaper changing unit should have integral retractable steps for the children to climb up to the changing surface. Increase the size of the diaper changing unit for the age group.

c) Child Interest Centers. Refer to par. 7.6.

d) Functional Support Areas. Refer to par. 7.7.

7.5 Preschool-Age Activity Rooms. Activity rooms used for child interest centers with appropriate storage and functional support areas (e.g., child reception/caregiver administrative area, child cubbyholes, and toilet areas).

a) Net Useable Space. Provide a minimum of 4.05 square meters (45 square feet) of net useable space per child. Toilet areas, closet storage, and built-in furniture (e.g., counters and cabinets) are not included in the net useable space.

b) Child Interest Centers. Refer to par. 7.6.

c) Functional Support Areas. Refer to par. 7.7.

7.6 Child Interest Centers

a) Interest centers are included in the net useable square foot requirements. Activity rooms should include the following interest centers: art, water, and sand area, housekeeping, reading/listening, imaginative play, science, blocks, and manipulative/table toys areas.

b) Interest centers double function as napping/sleeping and eating spaces. Provide floor surfacing impervious to stains (e.g., sheet vinyl/rubber flooring and area rugs). Refer to Appendix C for suggested collateral equipment.

7.7 Functional Support Areas

a) Children's toilet areas

(1) Children's toilet areas are not included in the net useable space of the children's activity rooms.

(2) Locate toilet areas so they are easily accessible, yet cannot be viewed directly from the doorway at the corridor entry to the room. The height of the walls and stalls should allow adult supervision.

(3) Provide the following plumbing fixtures:

<u>Age Group</u> <u>(Maximum Group)</u>	<u>No. of Water closets</u> <u>per Maximum Group</u>	<u>No. of Lavatories</u> <u>per Maximum Group</u>
Navy CDCs:		
Pre-toddler (10)	1 unisex	1
Marine Corps CDCs:		
Pre-toddler (10)	2 unisex	2
All CDCs:		
Toddlers (14)	2 unisex	2
Preschool (24)	2 unisex	2
School Age (30)	1 girls and 1 boys	2

(4) Provide child sized fixtures located at the appropriate height. Note: The size and heights of the fixtures are different for pre-toddlers/toddlers and preschool/school age children.

(5) Provide toilet partitions adjacent to the water closets except where there is a wall adjacent to the water closet. Height of the toilet partitions should not exceed 914 mm (36 inches) and the bottom of the partitions should be no more than 152 mm (6 inches) above the finished floor. Do not provide stall doors. Note: If the CDC has school age activity rooms, provide adult height partitions and stall doors in toilets of the school age activity rooms.

(6) Provide safety mirrors at child height above sinks and paper towel dispenser at child height.

(7) Provide liquid soap dispenser(s) within child's reach that discharges directly into the sink.

b) Activity room sinks

(1) Provide one child size sink mounted at the appropriate height for the age group located in each activity room (except for the infant activity rooms) for water play and hand washing.

(2) Provide an adult size sink at adult height in the preschool/school age activity rooms.

c) Child Reception Area. Space for logging in child attendance, receiving child's personal items (e.g., supplies, special instructions concerning care of child), and storage of child reports.

(1) Provide approximately 3.6 square meters (40 square feet) of space for the child reception area. This area is not included in the net useable space of the children's activity rooms.

(2) Provide small counter for staff/parents to sign paper work and display board for notices.

(3) Provide lockable storage for equipment and supplies.

d) Cubbyholes/child lockers

(1) Provide approximately .09 square meter (1 square foot) per child for storage of children's clothing and personal belongings. Height of units may vary. Secure units to prevent tipping.

7.8 Multi-age Activity Rooms (for Marine Corps CDCs).
Children's activity area used for hourly care for children of different age groups and for children from the same family so they can be cared for together.

a) Provide the same activity areas and useable space requirements in this room as for the standard full day preschool room with the addition of a diapering area and 9 square meters (100 square feet) for four cribs.

b) Locate adjacent to the lobby/reception area.

c) Activity room should exit directly into a fenced area with access to an age appropriate playground.

Section 8: PLAYGROUNDS

8.1 General Design Guidelines. Outdoor playgrounds and playground equipment should meet the requirements of the U.S. Consumer Product Safety Commission Handbook for Public Playground Safety except as noted herein.

a) Provide outdoor playgrounds to support developmentally appropriate learning experiences for infants, pre-toddlers, toddlers, and preschool age children.

b) Size the playgrounds based on 9 square meters (100 square feet) per child for CDCs up to 100 children. When capacity is greater than 100 children, add 4.5 square meters (50 square feet) for each additional child.

c) Site the playgrounds to permit supervision from any single point in the playground.

d) Organize playgrounds to accommodate both group and individual play activities.

e) Provide surfacing under and around playground equipment that complies with the U.S. Consumer Product Safety Commission Handbook for Public Playground Safety. Avoid use of ground materials that could cause choking.

f) Provide hard surfaced (e.g., paving, asphalt) circulation paths, wheel toy tracks, and patio areas.

g) Provide outdoor storage spaces for large carriages, sand toys, and wheel toys. The storage spaces should be weather tight, vandal proof, and easily accessible by adults. Provide 18 square meters (200 square feet) for small CDCs, 27 square meters (300 square feet) for medium CDCs, and 36 square meters (400 square feet) for large CDCs.

h) Provide seating for adults only in the infant area.

i) Refer to pars. 4.2.j) and 4.2.k) for drinking fountain and hose bib requirements.

j) Provide proper drainage on the site and under the playground equipment to permit use of the playground after inclement weather. Drainage grates should not present finger entrapments.

k) Provide sufficient open grassy play areas for the children.

8.2 Infant, Pre-toddler, and Toddler Playground. Fenced outdoor play area for children 6 weeks to 36 months.

a) Separate, but do not isolate, this area from older age groups over 36 months.

b) Provide direct access to the playgrounds from infant, pre-toddler, and toddler activity rooms, avoiding the use of steps.

c) Create soft, multi-textured, crawling surfaces and play spaces. Include small steps, slopes, ground beams, climbing ramps, slight barriers, and slides.

d) Provide hard level surface paths (e.g., concrete, asphalt) for strollers and ride toys. These can double function for emergency egress paths.

8.3 Preschool Age Playground. Fenced outdoor play area for preschool age children 37 months to 5 years.

a) Provide a variety of play area surfaces including grass, sand, hard surfaces.

b) Provide hard surface riding paths for wheel toys and tricycles.

c) Provide hard level surfaces (e.g., concrete, wood deck) for tables and other indoor equipment.

d) Configure areas to support social play, peer interaction, and quiet play.

8.4 School Age Playground. If school age children are included in the CDC, then these children should use the preschool age playground.

8.5 Playground Equipment and Materials

a) Provide play equipment that complies with the U.S. Consumer Product Safety Commission Handbook for Public Playground Safety. The equipment should also be the type and size recommended by the manufacturer for the age of the children that will be using the equipment.

b) Provide skill-oriented landscapes (e.g., obstacle courses to support children's physical and perceptual development).

c) Do not provide merry-go-rounds, narrow steep metal slides, spring mounted equipment, and hard-seat swings.

8.6 Fencing

a) Enclose playground with fencing that provides visual access for the children. Consider combination of fencing materials (e.g., wood, chain link, and brick) to avoid an institutional or "animal pen" effect. If chain link is used, consider vinyl coated material.

b) Provide perimeter fencing 1524 mm (5 feet) high minimum.

c) Avoid fencing types that encourage climbing (e.g., horizontal). The fence openings should not be greater than 89 mm (3 1/2 inches).

d) Fencing separating the different age group playgrounds may be less than 1524 mm (5 feet) high, but should not be less than 915 mm (3 feet) high. Provide gates between playgrounds. Locate the gates as far way as possible from the building.

e) Provide exit gates from the playground. Provide these gates with panic hardware. Mount the panic hardware at adult height and only on the playground side of the gate. The

panic hardware on the gate should not be accessible from outside the playground.

8.7 Porches, Patios, Decks, and Shade/Shelter Structures

a) Consider porches, patios, decks, and shade/shelter structures as an integral part of the playground. Note: Refer to par. 2.2.a)(1) for gross area calculations.

b) If porches are provided, they should be large enough to accommodate children's play activities.

c) Provide covered area(s) using natural landscaping or structures to provide shade and shelter from inclement weather. Ten percent minimum of each playground area should be covered.

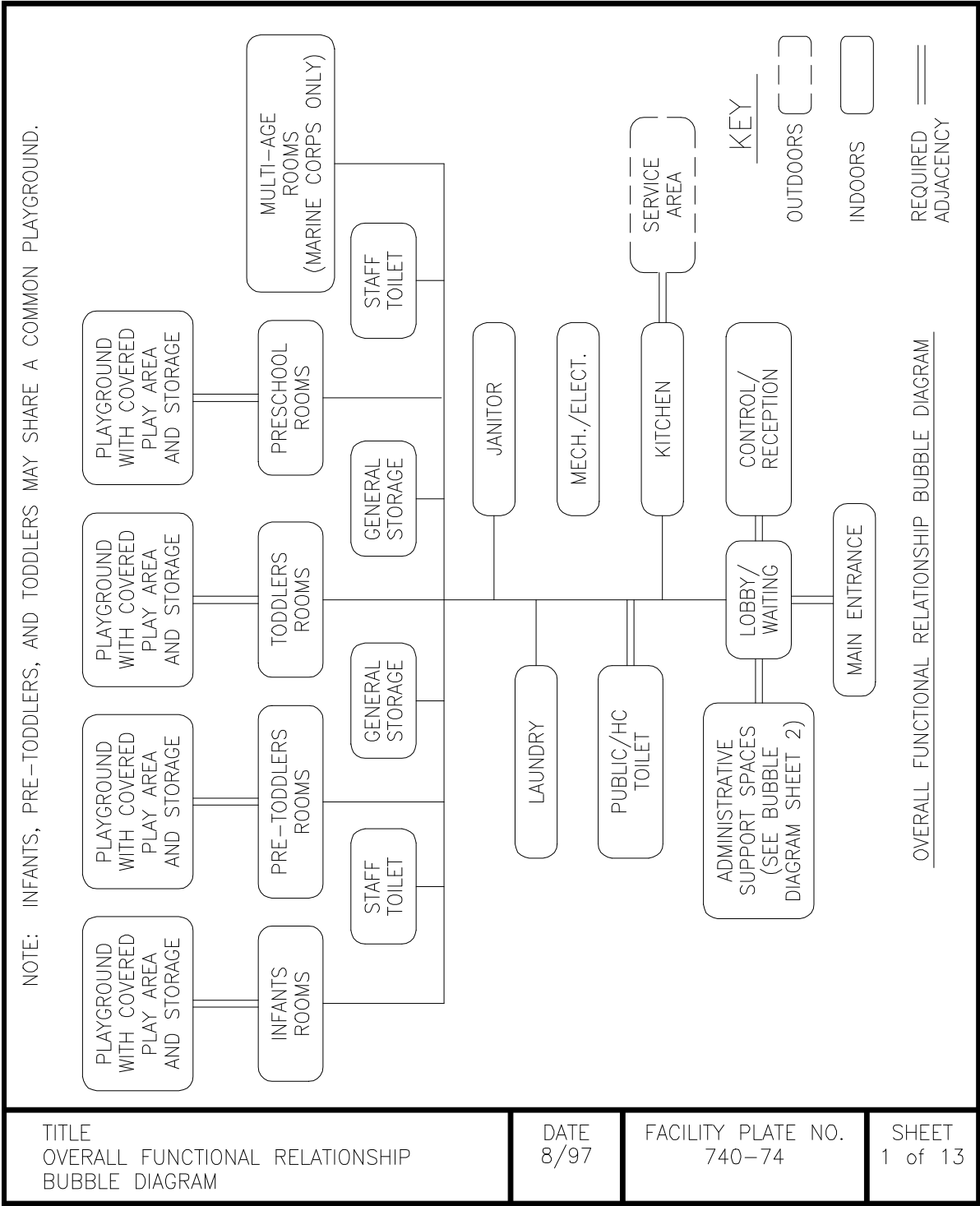
8.8 Children's Playground Toilet Rooms

a) Consider providing a toilet room(s) directly accessible to toddler and preschool/school age playgrounds. Toilet room(s) are in addition to the activity room toilet area.

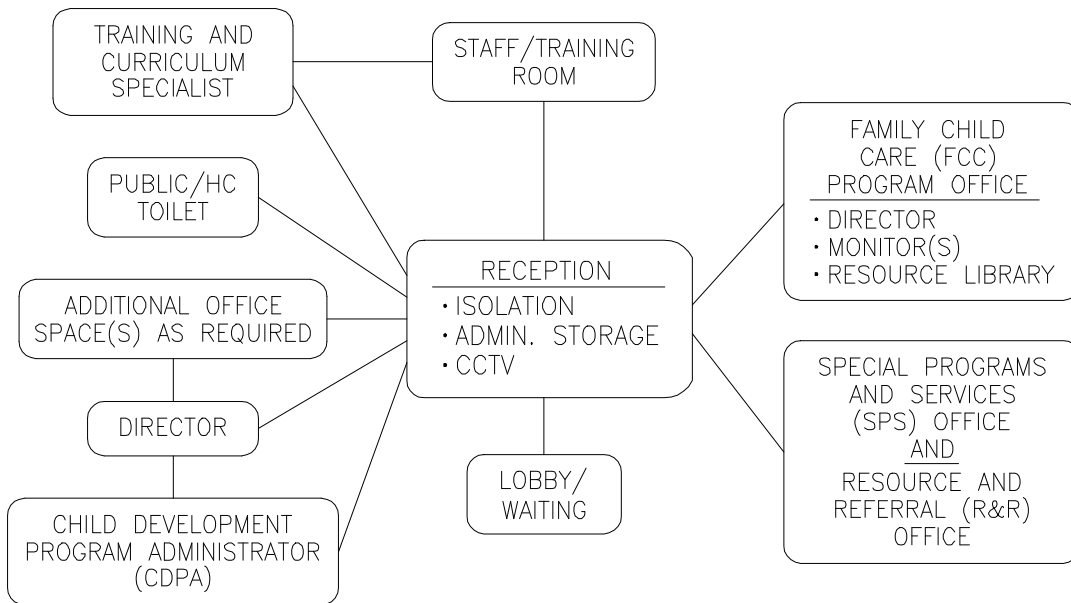
b) Provide one child size water closet and one child size lavatory. In the toddler playground toilet room, provide a fold up diaper changing table.

c) Refer to par. 7.7.a) for additional requirements.

d) Provide a keyed lock set and a vision panel in the door.



NOTE: FOR MARINE CORPS CDCS, PROVIDE FCC OFFICE SPACE(S), SPS OFFICE(S), AND R&R OFFICE. NAVY CDCS MAY ALSO REQUIRE OFFICE SPACES FOR FCC PROGRAMS, SPS PROGRAMS, AND R&R PROGRAMS.



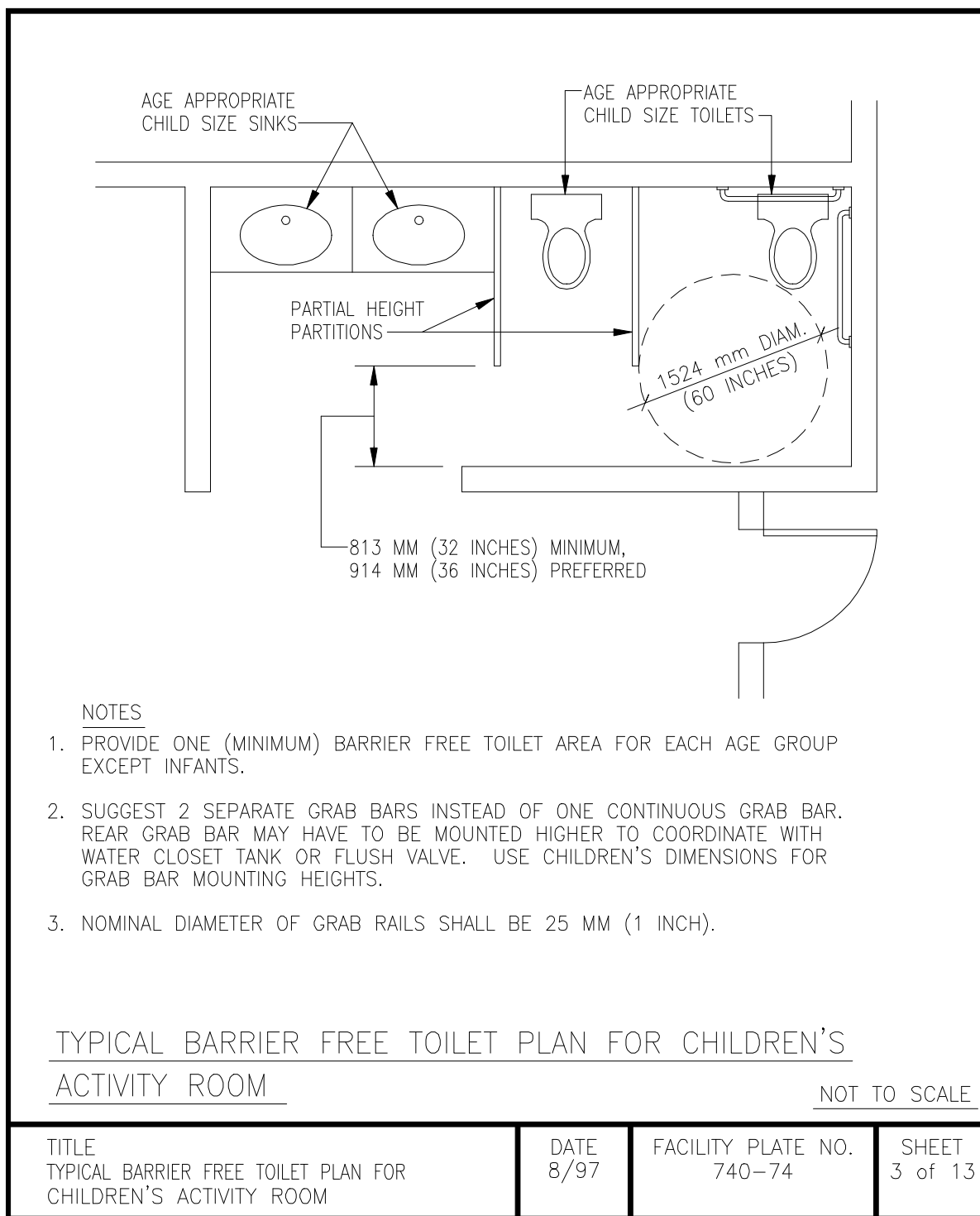
ADMINISTRATIVE SUPPORT SPACES FUNCTIONAL RELATIONSHIP BUBBLE DIAGRAM

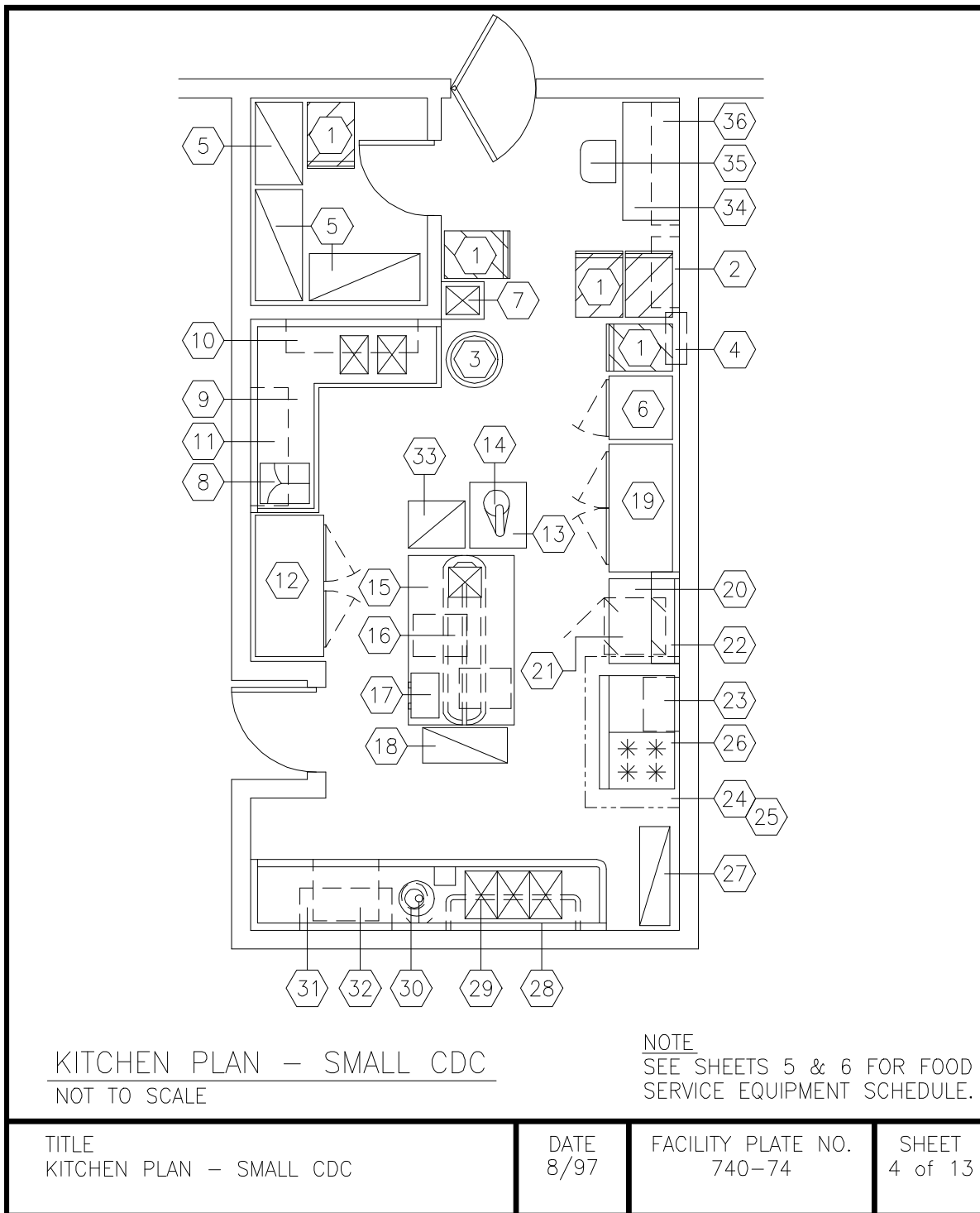
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ADMINISTRATIVE SUPPORT SPACES
FUNCTIONAL RELATIONSHIP BUBBLE DIAGRAM

DATE
8/97

FACILITY PLATE NO.
740-74

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FOOD SERVICE EQUIPMENT SCHEDULE – SMALL CDC

NOTES:

1. ALL BUY-OUT AND FABRICATED FOOD SERVICE EQUIPMENT IS TO BE NATIONAL SANITATION FOUNDATION (NSF) APPROVED OR OF EQUIV. STANDARDS.
2. (S/S) INDICATES STAINLESS STEEL.

ITEM NO. ◻	DESCRIPTION
1	FOOD DELIVERY UTILITY CARTS (NSF APPROVED OR EQUIV. STDS.), WITH THREE SHELVES (MIN. SHELF SIZE 18" x 26") AND OVERALL MAX. HT. OF 34".
2	S/S WALL SHELF OVER FOOD DELIVERY UTILITY CARTS (12" DEEP)
3	TRASH RECEPTACLE (MIN. 44 GAL.) ON MOBILE TRASH RECEPTACLE DOLLIE
4	FIRE PROTECTION SYSTEM PANEL
5	STATIONARY SHELVING UNITS (NSF APPROVED OR EQUIV. STDS.) FOR DRY STORAGE
6	REACH-IN FREEZER, SINGLE DOOR (19 CU. FT. MIN.)
7	HAND SINK, WALL MOUNTED WITH SUPPORT BRACKETS
8	SLICER (NSF APPROVED OR EQUIV. STDS.)
9	"L" SHAPED FOOD PREPARATION S/S WORK TABLE WITH TURNED-UP ROLLED RIM EDGES, 6" HIGH BACK SPLASH, DRAIN BOARDS, WORK SINKS
10	S/S WALL SHELF OVER PREP WORK SINKS
11	S/S WALL SHELF OVER PREP WORK SURFACE
12	REACH-IN REFRIGERATOR, TWO DOOR (46 CU. FT. MIN.) FOR SNACKS
13	MOBILE, S/S MIXER STAND
14	MIXER, 12 QT. (NSF APPROVED OR EQUIV. STDS.)
15	COOK'S AND SNACK PREPARATION ISLAND S/S WORK TABLE WITH COUNTER WORK SINK, UNDERSHELF, DOUBLE SIDED OVER SHELF
16	CEILING MOUNTED POT RACK
17	BULK MILK DISPENSER WITH (2) 6-GAL. SINGLE SERVICE CONTAINERS, NSF APPROVED OR EQUIV. STDS. (OPTIONAL)
18	SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR SERVICE DISHES
19	REACH-IN REFRIGERATOR, TWO DOOR (46 CU. FT. MIN.)


TITLE
FOOD SERVICE EQUIPMENT SCHEDULE –
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FOOD SERVICE EQUIPMENT SCHEDULE – SMALL CDC

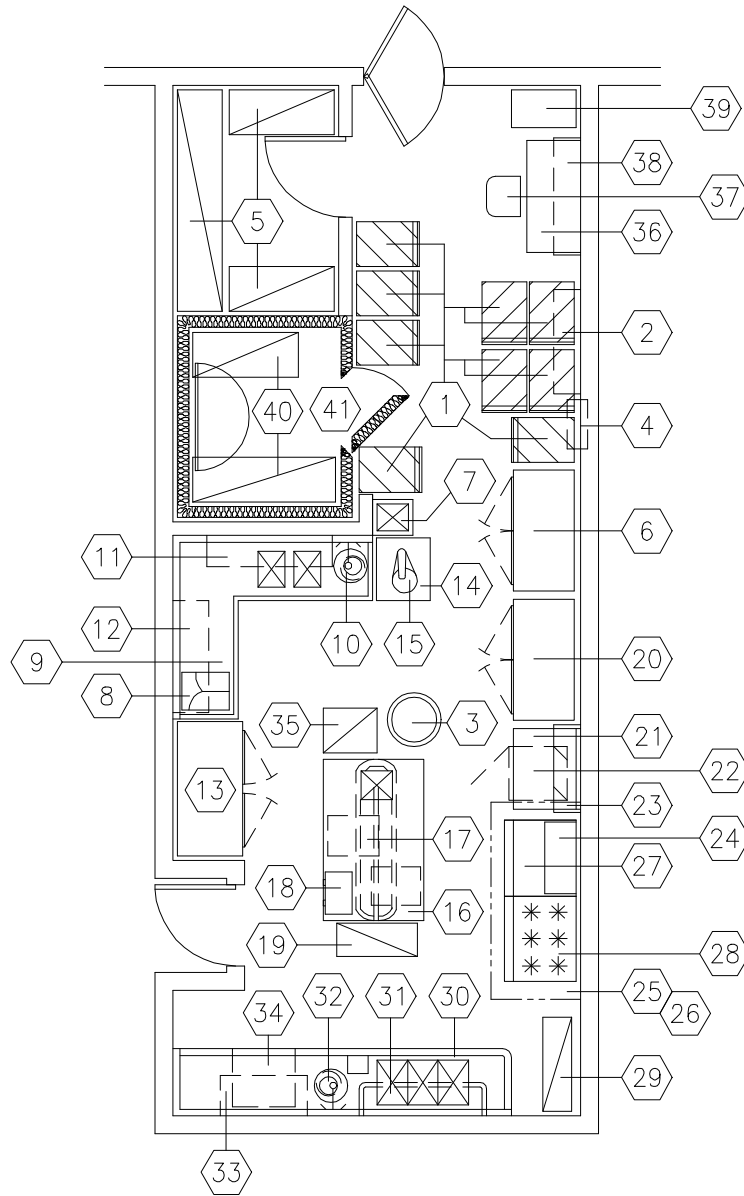
ITEM NO. 	DESCRIPTION
20	S/S WORK TABLE WITH CROSS BRACING ON BACK AND SIDES
21	MOBILE FOOD WARMER WITH UNIVERSAL RACK SLIDES AND MAX. HT. OF 34 1/4" (NSF APPROVED OR EQUIV. STDS.)
22	S/S WALL SHELF OVER COOK'S WORK TABLE FOR SPICES, UTENSILS & MISC. ITEMS
23	S/S WALL SHELF OVER THE GRIDDLE FOR SPICES, UTENSILS & MISC. ITEMS (MAY BE PART OF RESTAURANT RANGE)
24	EXHAUST HOOD, LOW VOLUME HIGH VELOCITY (REMOTE MAKE-UP AIR, IF NECESSARY)
25	FIRE PROTECTION SYSTEM, EITHER WATER MIST OR WET CHEMICAL AGENT
26	RESTAURANT RANGE (4' LEFT OF RIGHT) WITH CONVECTION OVEN BASE AND COOKING SURFACE CONSISTING OF 4 BURNERS AND 2 FOOT WIDE GRIDDLE
27	SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR CLEAN POTS AND PANS
28	POT AND PAN AND WAREWASHING S/S TABLE WITH TURNED-UP ROLLED RIM EDGES, 10" HIGH BACK SPLASH, THREE POT & PAN WASHING SINKS, DRAIN BOARDS, DRAIN BOARD MOUNTED GARBAGE DISPOSAL, VACUUM BREAKER AND OPEN BASE WITH LEGS AND CROSS BRACING
29	S/S WALL MOUNTED POT RACK AND SHELF
30	GARBAGE DISPOSAL WITH BACK SPLASH MOUNTED PRE-RINSE
31	WALL MOUNTED S/S DISH RACK SHELF (42" LEFT TO RIGHT MIN.)
32	UNDER COUNTER DISH WASHER (NSF APPROVED OR EQUIV. STDS.)
33	S/S SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR CLEAN DISHES, PITCHERS, CUPS
34	OFFICE DESK, SINGLE PEDESTAL
35	OFFICE CHAIR
36	WALL SHELF OVER DESK

TITLE
FOOD SERVICE EQUIPMENT SCHEDULE –
SMALL CDC

DATE
8/97

FACILITY PLATE NO.
740-74

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KITCHEN PLAN — MEDIUM CDC
NOT TO SCALE

NOTE
SEE SHEETS 8 & 9 FOR FOOD
SERVICE EQUIPMENT SCHEDULE.

TITLE
KITCHEN PLAN — MEDIUM CDC

DATE
8/97


FACILITY PLATE NO.
740-74

SHEET
7 of 13

FOOD SERVICE EQUIPMENT SCHEDULE – MEDIUM CDC

NOTES:

1. ALL BUY-OUT AND FABRICATED FOOD SERVICE EQUIPMENT IS TO BE NATIONAL SANITATION FOUNDATION (NSF) APPROVED OR OF EQUIV. STANDARDS.
2. (S/S) INDICATES STAINLESS STEEL.

ITEM NO. 	DESCRIPTION
1	FOOD DELIVERY UTILITY CARTS (NSF APPROVED OR EQUIV. STDS.), WITH THREE SHELVES (MIN. SHELF SIZE 18" x 26") AND OVERALL MAX. HT. OF 34".
2	S/S WALL SHELF OVER FOOD DELIVERY UTILITY CARTS (12" DEEP)
3	TRASH RECEPTACLE (MIN. 44 GAL.) ON MOBILE TRASH RECEPTACLE DOLLIE
4	FIRE PROTECTION SYSTEM PANEL
5	STATIONARY SHELVING UNITS (NSF APPROVED OR EQUIV. STDS.) FOR DRY STORAGE
6	REACH-IN FREEZER, DOUBLE DOOR (46 CU. FT. MIN.)
7	HAND SINK, WALL MOUNTED WITH SUPPORT BRACKETS
8	SLICER (NSF APPROVED OR EQUIV. STDS.)
9	"L" SHAPED FOOD PREPARATION S/S WORK TABLE WITH TURNED-UP ROLLED RIM EDGES, 6" HIGH BACK SPLASH, DRAIN BOARDS, WORK SINKS, DRAIN BOARD MOUNTED CONE FOR GARBAGE DISPOSAL AND VACUUM BREAKER
10	GARBAGE DISPOSAL, CONTROL PANEL AND BACK SPLASH MOUNTED PRE-RINSE
11	S/S WALL SHELF OVER PREP WORK SINKS
12	S/S WALL SHELF OVER PREP WORK SURFACE
13	REACH-IN REFRIGERATOR, TWO DOOR (46 CU. FT. MIN.) FOR PREPARED SNACKS
14	MOBILE, S/S MIXER STAND
15	MIXER, 12 QT. (NSF APPROVED OR EQUIV. STDS.)
16	COOK'S AND SNACK PREPARATION ISLAND S/S WORK TABLE WITH COUNTER WORK SINK, UNDERSHELF, DOUBLE SIDED OVER SHELF
17	CEILING MOUNTED POT RACK
18	BULK MILK DISPENSER WITH (3) 6-GAL. SINGLE SERVICE CONTAINERS, NSF APPROVED OR EQUIV. STDS. (OPTIONAL)
19	SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR SERVING DISHES

TITLE
FOOD SERVICE EQUIPMENT SCHEDULE –
MEDIUM CDC

DATE
8/97

FACILITY PLATE NO.
740-74

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FOOD SERVICE EQUIPMENT SCHEDULE – MEDIUM CDC

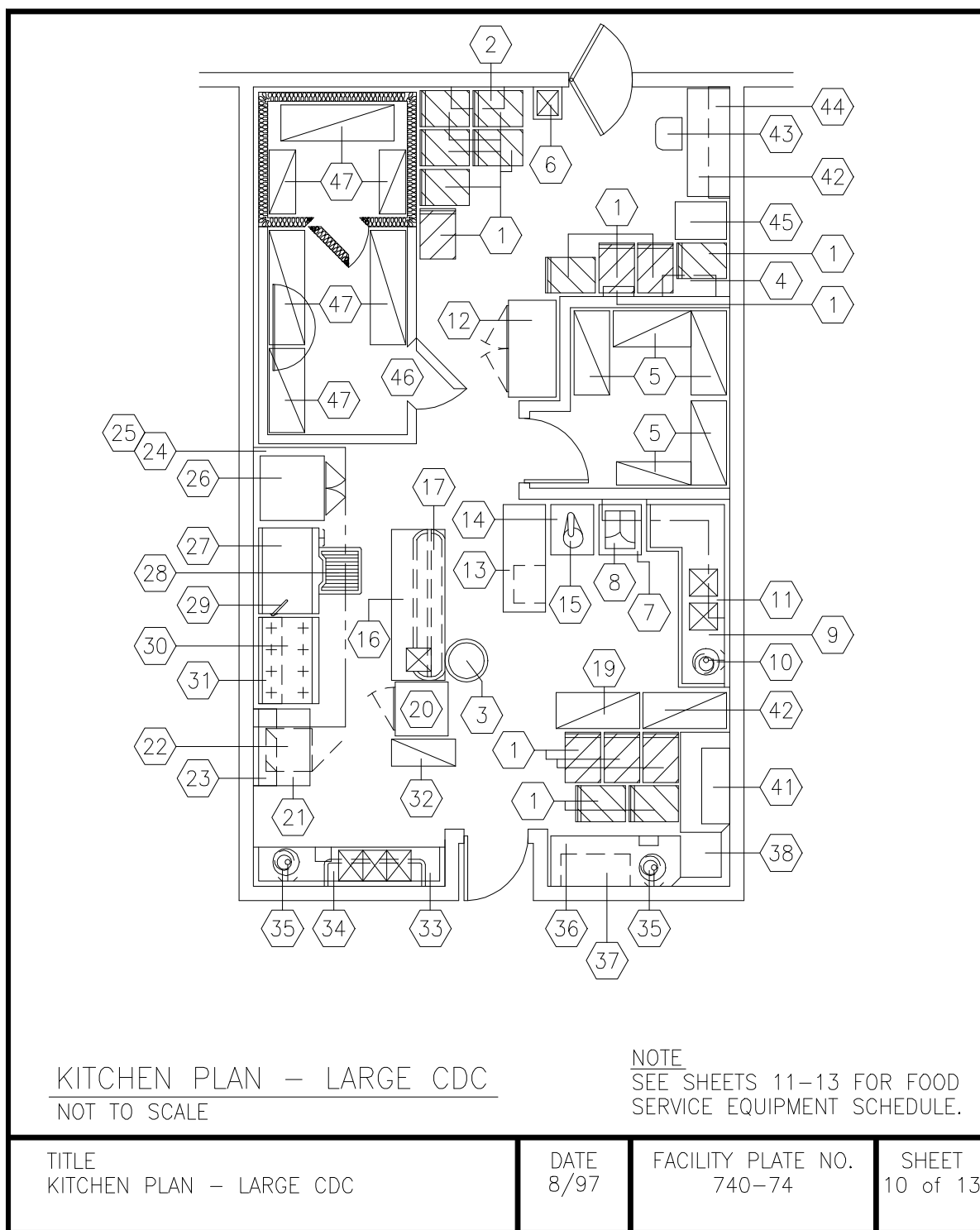
ITEM NO. ⑤	DESCRIPTION
20	DUAL TEMPERATURE REACH-IN REFRIGERATOR/FREEZER WITH TWO FULL LENGTH DOORS (EACH SECTION 19 CU. FT. MIN.)
21	S/S WORK TABLE WITH CROSS BRACING ON BACK AND SIDES
22	MOBILE FOOD WARMER WITH UNIVERSAL RACK SLIDES AND MAX. HT. OF 34 1/4" (NSF APPROVED OR EQUIV. STDS.)
23	S/S WALL SHELF OVER COOK'S WORK TABLE FOR SPICES, UTENSILS & MISC. ITEMS
24	S/S WALL SHELF OVER THE GRIDDLE FOR SPICES, UTENSILS & MISC. ITEMS (MAY BE RANGE OPTION ITEM)
25	EXHAUST HOOD, LOW VOLUME HIGH VELOCITY (REMOTE MAKE-UP AIR, IF NECESSARY)
26	FIRE PROTECTION SYSTEM, EITHER WATER MIST OR WET CHEMICAL AGENT
27	GRIDDLE (3' LEFT TO RIGHT) WITH CONVECTION OVEN BASE
28	SIX BURNER RANGE (3' LEFT TO RIGHT) WITH CONVECTION OVEN BASE
29	SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR CLEAN POTS AND PANS
30	POT AND PAN AND WAREWASHING S/S TABLE WITH TURNED-UP ROLLED RIM EDGES, 10" HIGH BACK SPLASH, THREE POT & PAN WASHING SINKS, DRAIN BOARDS, DRAIN BOARD MOUNTED GARBAGE DISPOSAL, VACUUM BREAKER AND OPEN BASE WITH LEGS AND CROSS BRACING
31	S/S WALL MOUNTED POT RACK AND SHELF
32	GARBAGE DISPOSAL WITH BACK SPLASH MOUNTED PRE-RINSE
33	WALL MOUNTED S/S DISH RACK SHELF (42" LEFT TO RIGHT MIN.)
34	UNDER COUNTER DISH WASHER (NSF APPROVED OR EQUIV. STDS.)
35	S/S SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR CLEAN DISHES
36	OFFICE DESK, SINGLE PEDESTAL
37	OFFICE CHAIR
38	WALL SHELF OVER DESK
39	VERTICAL FILE, FOUR (4) DRAWER
40	MOBILE SHELVING UNITS (NSF APPROVED OR EQUIV. STDS.) FOR WALK-IN REFRIGERATOR
41	WALK-IN REFRIGERATOR AND MEDIUM TEMPERATURE REFRIGERATION SYSTEM

TITLE
FOOD SERVICE EQUIPMENT SCHEDULE –
MEDIUM CDC

DATE
8/97

FACILITY PLATE NO.
740-74


SHEET
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FOOD SERVICE EQUIPMENT SCHEDULE – LARGE CDC

NOTES:

1. ALL BUY-OUT AND FABRICATED FOOD SERVICE EQUIPMENT IS TO BE NATIONAL SANITATION FOUNDATION (NSF) APPROVED OR OF EQUIV. STANDARDS.
2. (S/S) INDICATES STAINLESS STEEL.

ITEM NO. 	DESCRIPTION
1	FOOD DELIVERY UTILITY CARTS (NSF APPROVED OR EQUIV. STDS.) WITH THREE SHELVES (MIN. SHELF SIZE 18" x 26") AND OVERALL MAX. HT. OF 34".
2	S/S WALL SHELF OVER FOOD DELIVERY UTILITY CARTS (12" DEEP) (12" DEEP)
3	TRASH RECEPTACLE (MIN. 44 GAL.) ON MOBILE TRASH RECEPTACLE DOLLIE
4	FIRE PROTECTION SYSTEM PANEL
5	STATIONARY SHELVING UNITS (NSF APPROVED OR EQUIV. STDS.) FOR DRY STORAGE
6	HAND SINK, WALL MOUNTED WITH SUPPORT BRACKETS
7	MOBILE, S/S SLICER STAND
8	SLICER (NSF APPROVED OR EQUIV. STDS.)
9	"L" SHAPED FOOD PREPARATION S/S WORK TABLE WITH TURNED-UP ROLLED RIM EDGES, 6" HIGH BACK SPLASH, DRAIN BOARDS, WORK SINKS, DRAIN BOARD MOUNTED CONE FOR GARBAGE DISPOSAL AND VACUUM BREAKER
10	GARBAGE DISPOSAL, CONTROL PANEL AND BACK SPLASH MOUNTED PRE-RINSE
11	"L" SHAPED S/S WALL SHELF OVER PREP WORK SINKS AND DRAIN BOARD
12	REACH-IN REFRIGERATOR, TWO DOOR (46 CU. FT. MIN.) FOR PREPARED SNACKS
13	MOBILE S/S SNACK WORK TABLE WITH UTENSIL DRAWER, UNDERSHELF AND LOCKING CASTERS
14	MOBILE, S/S MIXER STAND
15	MIXER, 20 QT., BENCH MODEL (NSF APPROVED OR EQUIV. STDS.)
16	COOK'S ISLAND S/S WORK TABLE WITH COUNTER WORK SINK, UTENSIL DRAWER, UNDERSHELF, DOUBLE SIDED OVER SHELF
17	CEILING MOUNTED POT RACK


TITLE
FOOD SERVICE EQUIPMENT SCHEDULE –
LARGE CDC

DATE
8/97

FACILITY PLATE NO.
740-74

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FOOD SERVICE EQUIPMENT SCHEDULE – LARGE CDC

ITEM NO. 	DESCRIPTION
18	BULK MILK DISPENSER WITH (4) 6-GAL. SINGLE SERVICE CONTAINERS, NSF APPROVED OR EQUIV. STDS. (OPTIONAL, NOT SHOWN ON DRAWING)
19	SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR SERVING DISHES
20	SINGLE SELECTION, DUAL TEMPERATURE REACH-IN REFRIGERATOR/FREEZER WITH TWO (2) HALF LENGTH DOORS (EACH SECTION 9 CU. FT. MIN.)
21	S/S WORK TABLE WITH CROSS BRACING ON BACK AND SIDES
22	MOBILE FOOD WARMER WITH UNIVERSAL RACK SLIDES AND MAX. HT. OF 34 1/4" (NSF APPROVED OR EQUIV. STDS.)
23	S/S WALL SHELF OVER COOK'S WORK TABLE FOR SPICES, UTENSILS & MISC. ITEMS
24	EXHAUST HOOD, LOW VOLUME HIGH VELOCITY (REMOTE MAKE-UP AIR, IF NECESSARY)
25	FIRE PROTECTION SYSTEM, EITHER WATER MIST OR WET CHEMICAL AGENT
26	DOUBLE FULL SIZE CONVECTION OVENS WITH COOK AND HOLD FEATURE AND GLASS DOORS
27	TILTING GRIDDLE/BRAZING PAN (WITH 43" X 24" TYPICAL COOKING SURFACE)
28	S/S FLOOR TROUGH FOR TILTING GRIDDLE/BRAZING PAN
29	POT FILLER FAUCET. MOUNTED ON THE WALL OR AS AN OPTION WITH TITLING GRIDDLE/BRAZING PAN
30	EIGHT (8) BURNER RANGE (4' LEFT TO RIGHT) WITH CONVENTION OVEN BASE
31	S/S WALL SHELF OVER THE RANGE FOR SPICES, UTENSILS, & MISC. ITEMS (MAY BE A RANGE OPTION ITEM)
32	SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR CLEAN POTS AND PANS
33	POT AND PAN AND WAREWASHING S/S TABLE WITH TURNED-UP ROLLED RIM EDGES, 10" HIGH BACK SPLASH, THREE POT & PAN WASHING SINKS, DRAIN BOARDS, DRAIN BOARD MOUNTED GARBAGE DISPOSAL, VACUUM BREAKER AND OPEN BASE WITH LEGS AND CROSS BRACING


TITLE
FOOD SERVICE EQUIPMENT SCHEDULE –
LARGE CDC

DATE
8/97

FACILITY PLATE NO.
740-74

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FOOD SERVICE EQUIPMENT SCHEDULE – LARGE CDC

ITEM NO. 	DESCRIPTION
34	S/S WALL MOUNTED POT RACK AND SHELF
35	GARBAGE DISPOSAL, CONTROL PANEL AND BACK SPLASH MOUNTED PRE-RINSE
36	SOILED DISH TABLE WITH CONE/DRAIN BOARD MOUNTED GARBAGE DISPOSAL AND OPEN BASE
37	WALL MOUNTED S/S DISH RACK SHELF OVER SOILED DISH TABLE (42" LEFT TO RIGHT MIN.)
38	CORNER DISH WASHER WITH BOOSTER HEATER (NSF APPROVED OR EQUIV. STDS.)
39	CLEAN DISH TABLE WITH OPEN BASE
40	WALL MOUNTED S/S DISH RACK SHELF OVER CLEAN DISH TABLE (42" LEFT TO RIGHT MIN.)
41	S/S SHELVING UNIT (NSF APPROVED OR EQUIV. STDS.) FOR CLEAN DISHES
42	OFFICE DESK, DOUBLE PEDESTAL
43	OFFICE CHAIR
44	WALL SHELF OVER DESK
45	VERTICAL FILE, FOUR (4) DRAWER
46	COMBINED WALK-IN REFRIGERATION/FREEZER UNIT WITH MEDIUM AND LOW TEMPERATURE REFRIGERATION SYSTEMS
47	MOBILE SHELVING UNITS (NSF APPROVED OR EQUIV. STDS.) FOR WALK-IN REFRIGERATOR AND FREEZER

TITLE
FOOD LARGE EQUIPMENT SCHEDULE –
LARGE CDC

DATE
8/97

FACILITY PLATE NO.
740-74

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APPENDIX A

ANTHROPOMORPHIC INFORMATION

ANTHROPOMORPHIC CHART FOR A CHILD-SCALED ENVIRONMENT

CHILDREN'S
DIMENSIONS

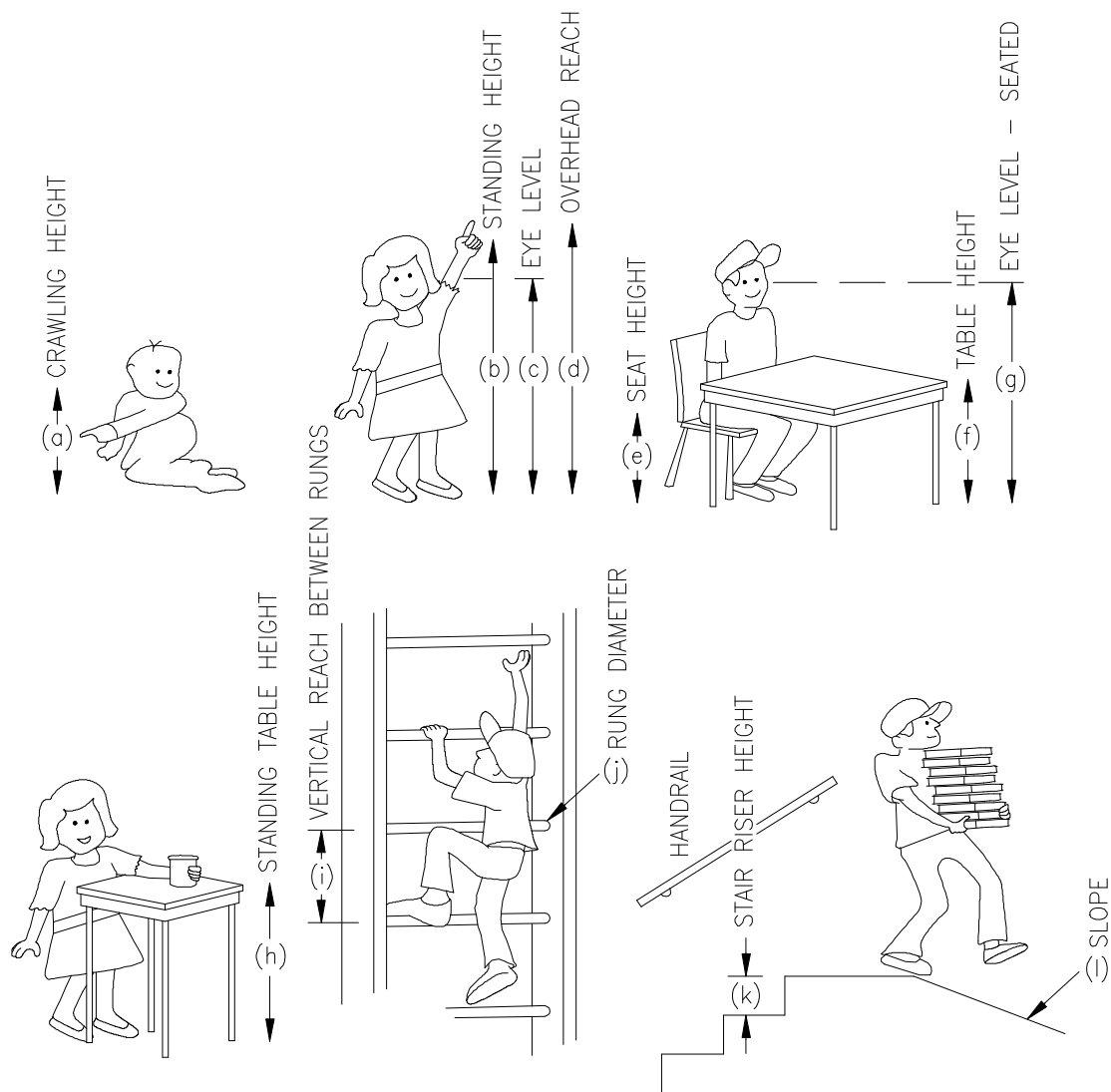
	INFANTS	PRE-TODDLERS TODDLERS	PRESCHOOL AGE	SCHOOL AGE 6 YEARS	10 YEARS
	DIMENSIONS IN MILLIMETERS (INCHES)				
a. CRAWLING HEIGHT	349(13 3/4)	406(16)	495(19 1/2)	546(21 1/2)	622(24 1/2)
b. STANDING HEIGHT	737(29)	857(33 3/4)	1041(41)	1168(46)	1378(54 1/4)
c. EYE LEVEL	635(25)	775(30 1/2)	927(36 1/2)	1054(41 1/2)	1111(43 3/4)
d. OVERHEAD REACH	965(38)	1124(44 1/4)	1251(49 1/4)	1359(53 1/2)	1676(66)
e. SEAT HEIGHT	508(20)	191(7 1/2)	254(10)	279(11)	330(13)
f. TABLE HEIGHT (SEATED)	686(27)	356(14)	445(17 1/2)	470(18 1/2)	559(22)
g. EYE LEVEL (SEATED)	838(33)	635(25)	743(29 1/4)	876(34 1/4)	946(37 1/4)
h. TABLE HEIGHT (STANDING)	—	356(17)	508(20)	610(24)	737(29)
i. VERTICAL REACH BETWEEN RUNGS	—	292(11 1/2)	419(16 1/2)	616(24 1/4)	584(23)
j. RUNG DIAMETER	—	32(1 1/4)	38(1 1/2)	44(1 3/4)	57(2 1/4)
k. STAIR RISE	25–76(1–3)	76(3)	102(4)	127(5)	152(6)
l. SLOPE	14°	14°	19°	25°	35°

NOTES

1. INFANT FEEDING CHAIR SEAT HEIGHT

APPENDIX A (CONTINUED)

ANTHROPOMORPHIC INFORMATION



CRITICAL CHILDREN'S DIMENSIONS

APPENDIX B
SUGGESTED MINIMUM STAFFING PATTERNS

SMALL CDC (25-104 children)

1	Child Development Program Administrator (CDPA)
1	Assistant/Director
1	Receptionist
1	Training and Curriculum Specialist
1	Cook
1	Food service worker
1	Custodian

One Infant Room (8 children)

1	Lead caregiver
1	Caregiver
1	Part time caregiver

Two Pre-toddler Rooms (20 children/10 children per room)

2	Lead caregivers
2	Caregivers
1	Floater caregiver (shared between the two rooms)

Two Toddler Rooms (28 children/14 children per room)

2	Lead caregivers
2	Caregivers
1	Floater caregiver (shared between the two rooms)

Two Preschool Rooms (48 children/24 children per room)

2	Lead caregivers
2	Caregivers
1	Floater caregiver (shared between the two rooms)

4	Part time floater caregivers/substitutes
---	--

29	Total number of employees
----	---------------------------

Note: Marine Corps CDCs will require staff for FCC, SPS, and R&R programs. Navy CDCs may require additional staff for these programs.

APPENDIX B (Continued)

MEDIUM CDC (105-200 children)

1	Child Development Program Administrator(CDPA)
1	Assistant/Director
2	Receptionist
1	Training and Curriculum Specialist
1	Cook
1	Food service worker
1	Custodian

One Infant Room (8 children)

1	Lead caregiver
1	Caregiver
1	Part time caregiver

Three Pre-toddler Rooms (30 children/10 children per room)

3	Lead caregivers
3	Caregivers
2	Floater caregivers (shared between the three rooms)

Three Toddler Rooms (42 children/14 children per room)

3	Lead caregivers
3	Caregivers
2	Floater caregivers (shared between the three rooms)

Five Preschool Rooms (120 children/24 children per room)

5	Lead caregivers
5	Caregivers
3	Floater caregivers (shared between the five rooms)

4	Part time floater caregivers/substitutes
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44	Total number of employees
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Note: Marine Corps CDCs will require staff for FCC, SPS, and R&R programs. Navy CDCs may require additional staff for these programs.

APPENDIX B (Continued)

LARGE CDC (201-305 children)

1	Child Development Program Administrator(CDPA)
1	Assistant/Director
2	Receptionist
1	Training and Curriculum Specialist
1	Cook
1	Food service worker
1	Custodian

Five Infant Rooms (40 children/8 children per room)

5	Lead caregivers
5	Caregivers
5	Part time caregivers

Seven Pre-toddler Rooms (70 children/10 children per room)

7	Lead caregivers
7	Caregivers
4	Floater caregivers (shared between the seven rooms)

Five Toddler Rooms (70 children/14 children per room)

5	Lead caregivers
5	Caregivers
3	Floater caregivers (shared between the five rooms)

Five Preschool Rooms (120 children/24 children per room)

5	Lead caregivers
5	Caregivers
3	Floater caregivers (shared between the five rooms)

4	Part time floater caregivers/substitutes
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71	Total number of employees
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Note: Marine Corps CDCs will require staff for FCC, SPS, and R&R programs. Navy CDCs may require additional staff for these programs.

APPENDIX C
SUGGESTED COLLATERAL EQUIPMENT

ADMINISTRATIVE AREAS

File cabinets (4 drawers), file cabinets (5 drawers), office chairs with arms, time clock, office desks, arm chairs, safe, lounge table(s), perry chairs, lockers per/box, coat racks, chair/table group(s), chair/couch group, magazine rack(s), typewriter(s), color TV(s), VCR(s), TV cart(s), clocks, cash register, calculators, computers/printers, wastebaskets, projection screen, film strip projector, laminating machine, book shelves, slide projector, overhead projector, credenza, microwave ovens, refrigerators, video cameras, storage units, vacuum cleaner, shelving units, washers, and dryers.

INFANT ROOM(S)

Cribs/mattresses, crib sheets, blankets, adult chairs with arms, diaper/trash containers, record player, record needles, tape player, low shelves, high chairs, table(s), cube/chairs, infant climbers, pull toys, mobiles, mirrors, banners, clock, refrigerator, air purifier, diaper changing unit, bibs, activity boxes, music boxes, nesting /stacking toys, tippy cups, diaper changing pads, record sets, tape sets, puzzle racks, pound boards, sorting boxes, balls, pictures/posters, bins, books, puppets, area rug(s), water play set, smocks, tactile materials, bristle blocks, and bye bye buggy.

PRE-TODDLER ROOM(S)

Cots, cot sheets, blankets, toddler chairs, round tables, rectangular tables, double sided, low shelving, sand/water table, climber playfoam, book shelves, art easels, play kitchen, trikes, bye bye buggy, soft blocks, adult chairs with arms, trash containers, record player, tape player, sand toys, push pull toys, puzzles, cars, trucks, dolls, mirrors, banners, doll carriages, couch/chair, filing cabinet, fence easels, clock, refrigerator, air purifier, diaper changing unit, bibs, activity boxes, music boxes, nesting/stacking toys, tippy cups, diaper

APPENDIX C (Continued)

changing pads, record sets, tape sets, puzzle racks, pound boards, sorting boxes, balls, rhythm instruments, interlocking manipulatives, cubbyholes, pictures/posters, bins, hats, play dishes, play food, play fruit, cultural food, books, puppets, area rug(s), water play set, dress ups, doll high chair(s), doll bed(s), doll house(s), cook set(s), science set(s), bean bags, smocks art, pegs, tactile materials, bristle blocks, aquarium(s), beads and lace, magnets, stethoscope(s), and kaleidoscopes.

TODDLER ROOM(S)

Cots, cot sheets, blankets, toddler chairs, round tables, rectangular tables, double sided, low shelving, sand/water table, climber playfoam, book shelves, art easels, play kitchen, trikes, bye bye buggy, soft blocks, adult chairs with arms, trash containers, record player, tape player, sand toys, push pull toys, puzzles, cars, trucks, dolls, mirrors, banners, doll carriages, couch/chair, filing cabinet, fence easels, clock, refrigerator, air purifier, diaper changing unit, bibs, activity boxes, music boxes, nesting/stacking toys, tippy cups, diaper changing pads, record sets, tape sets, puzzle racks, pound boards, sorting boxes, balls, rhythm instruments, interlocking manipulatives, cubbyholes, pictures/posters, bins, dress ups, hats, play dishes, play food, play fruit, cultural food, books, puppets, area rug(s), water play set, doll high chair(s), doll bed(s), doll house(s), cook set(s), science set(s), bean bags, smocks art, pegs, tactile materials, bristle blocks, aquarium(s), beads and lace, magnets, stethoscope(s), and kaleidoscopes.

PRESCHOOL ROOM(S)

Cots, cot sheets, blankets, chairs, tables, double sided shelves, low shelving, sand/water table, book shelves, art easels, play kitchen, trikes, workbench(s), trash containers, record player, tape player, sand toys, doll carriages, puzzles, cars, trucks, dolls, mirrors, clock, refrigerator, dress ups, hats, play dishes, play food, play fruit, cultural food, books,

APPENDIX C (Continued)

puppets, area rug(s), woodwork set(s), water play set(s), doll high chair(s), doll bed(s), doll house(s), cook set(s), science set(s), bean bags, smocks art, pegs, tactile materials, bristle blocks, aquarium(s), beads and lace, magnets, stethoscope(s), kaleidoscopes, cubbyholes, couch\chairs, file cabinet, parachutes, playhouses, and picnic tables.

KITCHEN

Heavy duty carts, food slicer, flatware, forks, spoons, tumblers (5 and 8 ounce), plates, serving spoons, pitchers, serving bowls, pots and pans, shelves, and first aid kit. See Facility Plate Number 740-74, Sheets 4 through 13, for additional equipment.

APPENDIX D
CLOSED CIRCUIT TELEVISION (CCTV) GUIDANCE

CCTV System Technical Requirements

1. Multiple cameras in each room to provide view of entire room.
2. Wide angle lenses for large rooms and outdoors, and standard lenses for corridors.
3. Time lapse video recorder(s) to record full day's activity on one tape.
4. Brief time lapse between frames for better resolution and clarity.
5. Multiplex equipment for live viewing of cameras sequentially or randomly.
6. Monitor(s) sized large enough to clearly view multiple images simultaneously.
7. Ability to switch from viewing one camera to multiple cameras on monitor(s).
8. Weatherproof enclosures for outdoor cameras.

Facility Requirements for CCTV System

1. Videotape storage area to store 30 days recordings.
2. Video equipment area separate from reception desk.
3. Monitor and switcher in CDC Director's Office.

Additional Considerations

1. Tie CCTV into the intrusion detection system to record events in an alarmed zone.

APPENDIX D (Continued)

2. Optional surveillance where children are not normally allowed (e.g., library, staff lounge, senior staff offices, adult toilets, and storage/equipment rooms).

REFERENCES

NOTE: THE FOLLOWING REFERENCED DOCUMENTS FORM A PART OF THIS HANDBOOK TO THE EXTENT SPECIFIED HEREIN. USERS OF THIS HANDBOOK SHOULD REFER TO THE LATEST REVISIONS OF CITED DOCUMENTS UNLESS OTHERWISE DIRECTED.

FEDERAL/MILITARY SPECIFICATIONS, STANDARDS, BULLETINS, HANDBOOKS
AND NAVFAC GUIDE SPECIFICATIONS:

Unless otherwise stated, copies are available from the Naval Publications and Forms Center, Standardization Document Order Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.

STANDARDS

FED-STD-795	Uniform Federal Accessibility Standards
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HANDBOOKS

MIL-HDBK-1003/3	Heating, Ventilating, Air Conditioning, and Dehumidifying Systems
MIL-HDBK-1008	Fire Protection for Facilities Engineering, Design, and Construction

DESIGN MANUALS AND NAVFAC P-PUBLICATIONS:

DESIGN MANUALS

NAVFAC DM-5.04	Pavements
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NAVFAC P-PUBLICATIONS

NAVFAC P-80	Facility Planning Criteria for Navy and Marine Corps Shore Installations
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OTHER GOVERNMENT DOCUMENTS AND PUBLICATIONS:

28 CFR Part 36 Americans With Disabilities Act
Accessibility Guidelines for Buildings
and Facilities

Army MTMCTEA
Pamphlet 55-17 Better Military Traffic Engineering

Design Energy Target Reductions, NAVFAC Interim
Technical Guidance, dated 5 June 1995

MCO 1710.30 Child Development Programs

Federal Register
59FR 13402 Model Standards and Techniques for Control
of Radon in New Residential Buildings,
21 March 1994

OPNAVINST 1700.9 Child Development Programs

ENVIRONMENTAL PROTECTION AGENCY (EPA)

EPA 402-R-93-XXX EPA's Map of Radon Zones (by state),
September 1993

EPA/402/R-92-014 Radon Measurement in Schools,
July 1993

EPA/625/R-92-016 Radon Prevention in the Design and
Construction of Schools and Other Large
Buildings, January 1993

(Unless otherwise indicated, copies are available from the U.S.
Environmental Protection Agency (EPA), Office of Research and
Development, Research Triangle Park, NC 27711.)

TM 5-822-2/
AFM 88-7 Design for Roads, Streets, Walks, and
Open Storage

U.S. Consumer Product Safety Commission Handbook for
Public Playground Safety

NON-GOVERNMENT PUBLICATIONS:

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 72

National Fire Alarm Code

(Unless otherwise indicated, copies are available from the National Fire Protection Association (NFPA), One Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.)

GLOSSARY

BEAP. Base Exterior Architectural Plan.

BUPERS. Bureau of Naval Personnel.

CCTV. Closed circuit television.

CDC. Child development center.

CDPA. Child Development Program Administrator.

CNO. Chief of Naval Operations.

DM. Design manual.

DOD. Department of Defense.

EFA. Engineering field activity.

EFD. Engineering field division.

EPA. Environmental Protection Agency.

FADS. Fire alarm and smoke detection system.

FCC. Family child care.

FED-STD. Federal standard.

HVAC. Heating, ventilating, and air conditioning.

MCO. Marine Corps Order.

MILCON. Military construction.

MIL-HDBK. Military handbook.

NAVFACENGCOM. Naval Facilities Engineering Command.

NFPA. National Fire Protection Association.

OPNAV. Chief of Naval Operations.

PA. Public address.

R&R. Resources and referrals.

SPS. Special programs and services.

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PROJECT NO.
FACR-1172

STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL

INSTRUCTIONS

1. The preparing activity must complete blocks 1, 2, 3, and 8. In block 1, both the document number and revision letter should be given.
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I RECOMMEND A CHANGE:	1. DOCUMENT NUMBER MIL-HDBK-1037/2A	2. DOCUMENT DATE (YYMMDD) 970829
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3. DOCUMENT TITLE CHILD DEVELOPMENT CENTERS

4. NATURE OF CHANGE (Identify paragraph number and include proposed rewrite, if possible. Attach extra sheets as needed.)

5. REASON FOR RECOMMENDATION

6. SUBMITTER

a. NAME (Last, First, Middle Initial)	b. ORGANIZATION	
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8. PREPARING ACTIVITY

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